



Memorandum

To: Provosts and Chief Academic Officers

From: Dr. Paula Compton, Associate Vice Chancellor

Date: October 6, 2020

Subject: New Guidelines for Third-Party Evaluation Services

The Ohio Department of Higher Education was recently contacted by an academic service provider whose coursework has been evaluated by the American Council on Education. They were seeking a partnership between ODHE and themselves. However, we (ODHE) cannot directly partner with them and don't want to be viewed as endorsing one entity versus another. This brought up some internal questions about if there is a need to solidify that stance because those organizations will likely be reaching out to our individual institutions for support or partnership. Those partnerships have the potential to impact transfer in Ohio. The Ohio Department of Higher Education worked to create the below guidelines to remind institutions of their responsibility when evaluating transfer coursework. The guidelines were discussed and endorsed at the Sept 17th, 2020 OATN Oversight Board meeting. The *Guidelines for the use of Third-Party Evaluation Services* will be added to the Ohio Articulation and Transfer Policy manual as Appendix X.

Appendix X

Guidelines for the use of Third-Party Evaluation Services

The Ohio Department of Higher Education recognizes the value of third-party evaluation services such as, but not limited to, the American Council on Education (ACE) and the National College Credit Recommendation Service (NCCRS). Currently, for the evaluation of military training, experience, and coursework, use of the ACE recommendations is an institutional requirement. Various education and training entities are recognized by ACE and NCCRS.

However, ACE and NCCRS are only a review service, they are not a stand-alone regionally accredited institution.

ODHE would expect institutions to follow The Higher Learning Commission (HLC) guidelines on transfer credit. HLC policies for institutions on transfer of credits can be found in HLC's [Assumed Practice A.5](#) (CRRT.B.10.020) and [Publication of Transfer Policies](#) (FDCR.A.10.040). There are also guidelines that were established by the Council for Higher Education Accreditation (CHEA), The American Association of Collegiate Registrars and Admissions Officers (AACRAO), and ACE in a joint document signed by those three entities in 2017 titled "Joint Statement on the Transfer and Award of Credit".

The Ohio Articulation and Transfer Oversight Board, along with the ODHE, expects Ohio's public institutions to develop and use their own processes, which involve appropriate faculty members, when evaluating credit recommendations from third-party evaluation services. The evaluation process is paramount when considering the credit award and transcription, as that credit will be transferable to Ohio's public institutions.

Should you have any questions about Appendix X, please contact Jared Shank, Senior Director of Military & Apprenticeship Initiatives & Special Projects at Jshank@highered.ohio.gov